Foreign Part 145 approvals

Documentary language

UG.CAO.00133-001

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DOCUMENT CONTROL SHEET

Process Area	Organisation approval
Main Process	Continuing Airworthiness Organisation Approval
Scenario	Foreign Part 145 approval
Process	All
Main Process Owner	Karl SPECHT

Reference documents

a) Contextual documents

Commission Regulation (EC) 2042/2003 - Commission Regulation (EC) of 20 November 2003 laying down implementing rules for the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks

Commission Regulation (EC) 593/2007 - Regulation of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency Regulation (OJ L140, 01.06.2007)

EASA/FAA Maintenance Annex Guidance (MAG)

EASA/TCCA Maintenance Annex Guidance (MAG)

ED Decision 2003/19/RM - On AMC and GM to Commission Regulation (EC) 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks

MB decision 01-2011 - On guidelines for allocation of certification tasks to national aviation authorities and qualified entities.

Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC,Regulation (EC)1592/2002 and Directive 2004/36/EC

b) Internal documents

Applicable document are listed in the form "FO.CAO.00136-XXX - Foreign Part 145 approvals – Documentation Index".

Log of issues

Issue	Issue date	Change description
001	13/11/2013	First issue. This document is aimed to provide the applicant with guidance material supporting the application/approval, and as such has been reviewed by Rulemaking Product Support Continuing Airworthiness Section (R.4.2).

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0. Introduction.

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0.2. Definitions and Abbreviations

Abbreviations	
A&P	APPLICATIONS AND PROCUREMENTS SERVICES
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMO	APPROVED MAINTENANCE ORGANISATION
CAA	CIVIL AVIATION AUTHORITY
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAMOC	CONTINUING AIRWORTHINESS MANAGEMENT OVERSIGHT COORDINATOR
CAN145	CANADIAN PART 145
CAOM	CONTINUING AIRWORTHINESS ORGANISATIONS MANAGER
CAO	CONTINUING AIRWORTHINESS ORGANISATION
CAP	CORRECTIVE ACTION PLAN
C/S	CERTIFYING STAFF
CC/S	COMPONENT CERTIFYING STAFF
EASA	EUROPEAN AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
F145	FOREIGN PART 145
F147	FOREIGN PART 147
FAA	FEDERAL AVIATION ADMINISTRATION
GM	EASA GUIDANCE MATERIAL
IORS	INTERNAL OCCURENCE REPROTING SYSTEM
MOA	MAINTENANCE ORGANISATION APPROVAL
MOAP	MAINTENANCE ORGANISATION APPROVAL PROCEDURES
MOC	MAINTENANCE OVERSIGHT COORDINATOR
MOE	MAINTENANCE ORGANISATION EXPOSITION
MOR	MANDATORY OCCURRENCE REPORTING
MTOA	MAINTENANCE TRAINING ORGANISATION APPROVAL
MTOAP	MAINTENANCE TRAINING ORGANISATION APPROVAL PROCEDURES
MTOC	MAINTENANCE TRAINING OVERSIGHT COORDINATOR
MTOE	MAINTENANCE TRAINING ORGANISATION EXPOSITION
NAA	NATIONAL AIRWORTHINESS AUTHORITY
PPB	PRINCIPAL PLACE OF BUSINESS
QE	QUALIFIED ENTITY
SIS	SAMPLING INSPECTION SYSTEM
TCCA	TRANSPORT CANADA CIVIL AVIATION
US145	US PART 145
WG	WORKING GROUP
WH	WORKING HOURS
WHOC	WORKING HOURS EASA OVERSIGHT COORDINATOR

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0.3. Scope and Applicability.

This user guide is applicable to EASA Part 145 organisations having their principal place of business located outside the EU Member States, the USA and Canada (hereinafter referred to as "Foreign Part 145 organisations").
EASA is the Competent Authority for the maintenance organisations as established by Part 145.1 "General" and therefore responsible for the final approval of those Organisations. EASA has also established procedures detailing how EASA Part 145 application and approval are managed.
This user guide is complementary to the requirements of Implementing Rule - Regulation EU 2042/2003 Annex II, Part-145 "as amended" and does not supersede or replace the information defined within that document.

This User Guide comes into effect 90 days after publication on the EASA website

0.4. Purpose.

This user guide is designed to be used by EASA Part 145 Maintenance Organisations and the Assigned inspector when:

- The Maintenance organisation is demonstrating that the organisation is compliant with EASA Part 145 requirements;

- Assigned inspector is reviewing the provided documents and evidence for ensuring compliance with the requirements of EASA Part 145;

Part 145.B 20 "Initial approval", Part 145.B.30 "Continuation of approval" and Part 145.B.35 "Changes of approval", require the competent authority to ensure that:

- procedures specified in the Maintenance Organisation Exposition comply with EASA Part 145 requirements;
- the entire organisation is compliant with the requirements of EASA Part 145.

As a consequence, the Maintenance Organisation must provide the assigned inspector with documents/evidence that are written in an acceptable language. On the other hand, for practical reasons, it could be accepted that some of the documents/instructions used by the Maintenance organisation are also written in the national language (bi-lingual) or only in the national language.

Note: In case a document is written in English and a second language, the English version shall prevail.

0.5. Associated Instructions.

EASA has developed associated instructions (user guides, Forms, templates and work instructions), that detail specific matters, which have to be considered as an integral part of this procedure.
A complete listing of these documents, together with their applicability to the applicant/ approval holder or NAA / QE / EASA, is addressed in the current revision of the "**Foreign Part 145 approvals – documentation Index", FO.CAO.00136-XXX** (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and Applicant /Approval holder are made available on the EASA Web site:
http://easa.europa.eu/approvals-and-standardisation/organisation-approvals/CAO-related-to-regulation-2042-2003-part-145.php.
Each time a cross reference is provided to another document or another chapter / paragraph of the same document, this reference is identified with **grey text**.

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0.6. Communication.

All documents and correspondences between the Applicant, the overseeing authority and EASA shall be in the English language unless otherwise agreed by EASA.

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1. Type of Document and Associated Language.

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This paragraph gives the acceptable language to be used by the EASA Part 145 approval holder, depending on the type of document/evidence.
This list does not cover all cases and all documents and so cannot be considered as an exhaustive list.
The "engineering judgement" (including the confidence the assigned inspector could have in the Organisation's quality system), together with the criticality of the documents remain the main points to be considered when the document is not specified in this User Guide.

1.1. MOE.

The Maintenance Organisation Exposition including its associated procedures, forms and lists must be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located. **In all cases, the EASA Form 1 and the CRS Form must be written in English only.**

Other documents used by the organisation to describe, for instance, the daily job of the store keeper (Work Instruction not associated to the MOE, so not approved by the competent authority), could be written in English or in the official language of the country where the Principal Place of Business is located.

1.2. Document related to Q/A System Management.

The following documents have to be written in English. However they could be also written in English and in the official language of the country where the principal place of business is located:

- Annual audit plan;
- Q/A. audit reports;
- Notification of audit report (findings);
- Corrective actions and associated evidence;
- All communication regarding corrective actions;
- Reminders of due dates;
- Reports to Accountable Manager (including regular meetings);
- Continuation training plan;
- Q/A. man-hour plan;
- All other documents enabling the competent authority to assess the management of the EASA Part 145 quality system.

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1.3. Staff Records.

1.3.1 *Certifying staff and support staff records*

The language of the country of National licence is acceptable. However according to ICAO Annex 1, several entries such as, but not limited to, the licence limitations, have to be written in English. (refer to "Foreign Part 145 approvals – ICAO Annex I compliance", FO.CAO.00030-XXX).

The following document have to be written in English. However, they could be also written in English and in the official language of the country where the Principal Place of Business is located:

- The entries demonstrating the maintenance experience;
- The entries demonstrating the compliance with the six months experience in each twenty-four month period requirement;
- The certificate and syllabuses of the type training (where not undertaken in a Part-147 organisation);
- The certificate and syllabus of the initial and continuation training as per Part-145 requirements;
- The initial and continued assessment as per the Part-145 requirement;
- All other documents enabling the competent authority to assess the Certifying staff authorisation.

In any case, the entries of the individual EASA Part-145 authorisation (including the associated limitations) have to be written in English only.

1.3.2 *Records of Authorised Staff such as Mechanics, NDT, Welders, etc…*

The following documents have to be written in English. However, they could be also written in English and in the official language of the country where the Principal Place of Business is located:

- The certificate and syllabus of the initial and continuation training as per Part-145 requirements;
- The initial and continued assessment as per the Part-145 requirement;
- All other documents enabling the competent authority to assess the authorisations given to non-certifying staff (for example experience);
- Qualification certification.

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1.3.3 *Records of Other Staff.*

The following document have to be written in English. However, they could be also written in English and in the official language of the country where the Principal Place of Business is located:

- Experience and training records. Some experience records might be in the language of the PPB in the official language of the country where the Principal Place of Business is located;
- Initial and continuation training records (including syllabus), in accordance with Part-145 requirements;
- Initial and continued assessment records in accordance with Part-145 requirement.

1.4. Maintenance records.

1.4.1 *Aircraft Line Maintenance Records.*

The following documents have to be written in English. However, they could also be written in the official EU language used in the country of aircraft registration or the operator one. (To be agreed by the EASA 145 approval holder/customer and notified to the assigned inspector):

- Aircraft technical log book maintenance entries, including CRS and possible deferred items;
- Work package entries for line maintenance activity, including CRS and possible deferred items;
- Work orders.

In any case, the maintenance instructions addressed in the work package created by the EASA Part-145 approval holder, (for instance job cards, engineering orders etc.) have to be written in English. These Maintenance instructions could be also written in English and in the official language of the country where the Principal Place of Business is located.

1.4.2 *Aircraft Base Maintenance Records.*

The following document have to written in English. However, they could also be written in English and in the official language of the country where the Principal Place of Business is located:

- Work package entries for base maintenance activity including CRS and possible deferred items;
- Work orders.

In any case, the maintenance instructions addressed in the work package created by the EASA Part-145 approval holder, (for instance job cards, engineering orders etc.) have to be written in English. These Maintenance instructions could be also written in English and in the official language of the country where the Principal Place of Business is located.

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1.4.3 *Engine and Component Maintenance Records.*

The following document have to written in English:

- Work package entry for engine and component maintenance including CRS;
- Work orders.

In any case, the maintenance instructions addressed in the work package created by the EASA Part-145 approval holder (for instance in the job cards, engineering orders etc.)have to be written in English. These maintenance instructions could be also written in English and in the official language of the country where the Principal Place of Business is located.

1.4.4 *NDT Maintenance Record.*

The following documents have to written in English. However, they could also be written in English and in the official language of the country where the Principal Place of Business is located:

- CRS and possible defect addressed in the CRS;
- NDT report;
- Work orders.

1.5. Occurrence Report.

The Occurrence report entries have to be written in English. The investigations related to the occurrence report have to be written in English. However these investigation reports could be also written in English and in the official language of the country where the Principal Place of Business is located.

1.6. Maintenance Errors and Data Inaccuracies.

These reports together with associated investigation records have to be written in English. However, these reports could be also written in English and the official language of the country where the Principal Place of Business is located.

1.7. Acceptance of Components.

The internal records related to the incoming inspection and the delivery of components to maintenance staff have to be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located.

1.8. Equipment, Tools and Material.

The following documents have to be written in English. However, these documents could be also written in English and the official language of the country where the Principal Place of Business is located:

- Tool and calibrated tool management;
- Calibration reports;
- Inspection and service as per manufacturer's requirements;
- Delivery of Equipment, tools and material.

In any case, the Certificates of Calibration can only be in the official language of the country where the Principal Place of Business is located.

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1.9. Production Planning.

The criteria used to generate the production planning and the Shift handover records have to be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located.

1.10. Contract.

The maintenance contract between the EASA Part 145 holder and an A/C customer operating EU registered A/C has to be written in English. However, the contract could be also written in English and the official language of the country where the Principal Place of Business is located.

The hangar access contract and the documents relating to maintenance contracting. have to be written either in English or in the official language of the country where the Principal Place of Business is located. (However the Assigned inspector may request courtesy translation by the quality system of the EASA Part 145 holder)

1.11. Records of Fabrication of parts.

Records relating to fabrication of parts must be written in English. However, they could be also written in English and the official language of the country where the Principal Place of Business is located.

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1.12. Summary table

	English	English and the PPB language	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
EASA referential					
MOE	Y	Y			
Associated procedures	Y	Y			
Associated Forms	Y	Y			
Associated lists	Y	Y			
Other document such as W.I. not approved by EASA	Y	Y	Y		
Document related to the Quality System management					
Annual audit plan	Y	Y			
QA audit report (Internal, external)	Y	Y			
Notification of audit reports (findings)	Y	Y			
Corrective actions & associated evidences	Y	Y			
Communication about the Corrective actions	Y	Y			
Reminders of due dates	Y	Y			
Report to the AM including regular meetings	Y	Y			
Continuation training plan	Y	Y			
QA man hour plan	Y	Y			
Staff Records - Certifying staff & Support staff					
National license	Y	Y			Y
Basic training & associated diploma	Y	Y			Y
Document demonstrating the aeronautical experience	Y	Y			
Demonstration of the 6 month of experience in the 2 year period	Y	Y			

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1.12. Summary table

	English	English and the PPB language	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
Theoretical type training : certificate & syllabus if not given in a EASA Part 147	Y	Y			
Initial & Continuation training as per 145 requirements: certificate & syllabus	Y	Y			
Part 145 individual authorisations & limitation	Y	Y			
Initial and continued assessment	Y	Y			
Staff records - NDT Staff, welders, etc…)					
NDT & Welders, qualifications	Y	Y			
Initial & Continuation training as per 145 requirements: certificate & syllabus	Y	Y			
Initial and continued assessment	Y	Y			
Staff records – other category than above					
Experience and training records	Y	Y	Y		
Initial and continued Human factor training records (including syllabus)	Y	Y			
Initial & Continuation training as per 145 requirements: certificate & syllabus	Y	Y			
Initial and continued assessment	Y	Y			
Aircraft Maintenance records					
Maintenance entry in TLB	Y			Y	
CRS in TLB	Y			Y	
Maintenance entry in W/P	Y			Y	
CRS in W/P	Y			Y	

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1.12. Summary table

	English	English and the PPB language	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
W/O	Y			Y	
Maintenance instructions (Job cards, Engineering order, etc..)	Y			Y	
Component Maintenance records					
Maintenance entry	Y				
CRS (EASA Form 1)	Y				
W/O	Y				
Maintenance instructions (Job cards - Engineering order, etc..)	Y			Y	
Occurrence report					
Occurrence report records	Y				
Investigation	Y	Y			
Maintenance errors, data inaccuracies and ambiguities report					
Report records	Y	Y			
Investigation	Y	Y			
Acceptance of component					
Internal records related to the incoming inspection	Y	Y			
store inventory including localisation of parts	Y	Y			
Shelf life limitation management	Y	Y			
Delivery of component to maintenance staff	Y	Y			
Equipment, tools and material					
Tool and calibrated tool management	Y	Y			
calibration report & certificate	Y	Y	Y		

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	English	English and the PPB language	PPB language only	Only EU language (A/C registration)	Language of the country where the engineer has been Licensed
Inspection, service as per manufacturer requirements	Y	Y			
Delivery of Equipment, tools and material to the maintenance staff	Y	Y	Y		
Production Planning & shift handover					
production planning	Y	Y			
shift handover records	Y	Y			
Contract					
with customer operating EU registered A/C	Y	Y			
with organisation in order to ensure Hangar access when needed	Y	Y			
Fabrication of parts under EASA PART 145 approval					
All records	Y	Y			

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RECORDS

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